

Feb. 1st, 2023



Dear Mobile Vendor:

At this time, the City of Richmond plans to host the annual “Fourth of July Celebration” on Tuesday, July 4, 2023, at the Ann L. Durham Lake Reba Recreational Complex. Event activities are scheduled to begin at 5:00 P.M. and will include Live Music, Food Vendors, Inflatables, and Fireworks. This letter contains all pertinent information and requirements for Food Vendors wishing to operate a food concession during this event. Also included is the Food Vendor Agreement which must be submitted prior to April 28th with fee and all REQUIRED paperwork as noted at the bottom of the Agreement. **If you have already turned in the 2023 Food Vendor Interest Form, you only have to submit the Food Vendor Agreement & vendor fee.**

Application requirements:

Agreements will be accepted until **April 28th** and must be fully completed in order to be considered. If the packet is incomplete, it will not be considered for inclusion until completed. Please note, there may be a duplication of food items offered in order to serve the anticipated number of attendees. **The Event Committee will select which Food Vendors will be accepted for the event. We will notify all accepted vendors via email (lkilburn@richmond.ky.us) by May 1st.** Those that do not get selected will receive the entry fee back in the form of a Refund Check from the City of Richmond. **If the City of Richmond has to cancel or make any changes to the event due to COVID-19, a refund can be requested, otherwise,** the event will be rain or shine. No refunds will be given due to weather.

IMPORTANT INFORMATION:

The Event Committee will have complete control over placement of food trucks/booths. The decision will be final.

- We do not guarantee that your food vendor application will be accepted, nor do we guarantee that your designated space will be placed in the same location as previous years.
- Food Vendor space sizes are approximately 10’ x 20’. Your space needs will be evaluated based on submitted agreement. Any additional space granted will be charged an additional fee.
- An event set-up packet with your booth placement and arrival time will be sent to you at a later date.
- **Please review the City of Richmond’s new food vendor requirements. You MUST follow these. Vendors are responsible for all pertinent licenses and permits. The Health Department and Fire Marshal may inspect on site.**
- ***It is your responsibility to follow all guidelines and regulations set forth by the Richmond Fire Department. Please contact them with specific questions or concerns.***
Office of the Richmond Fire Marshal Phone: 859-623-1164
200 N. Madison Ave --- Richmond KY. 40475
- Food Vendors may only sell what is on their submitted menu. **Food prices MAY NOT change during the event.**
- **You will be responsible for parking/leveling your own trailer. Autos and supply vehicles must be parked in designated area by the event start-time.**
- **No music** is permitted to be played from your booth.
- Booth space consists of space only. Tents, tables, chairs, generators, electrical cords, water hoses, etc. are the responsibility of the Vendor.
- You must be very specific concerning power and water requirements in your application. We cannot accommodate on the day of the event. Be prepared to provide your own

(OVER)

generator/fuel & potable water. Multiple input extension cords are not allowed.

- The current City of Richmond beverage contract is with Pepsi brand products only. No other soft drink advertisements should be displayed anywhere at your booth. No glass bottles are permitted on site.
- Your booth must be open and ready to sell by 5:00 P.M. You may sell earlier, if ready.
- A representative from your business must be present in your booth at all times.
- You are responsible for cleaning up your area after tear-down. Vendors who do not clean up their areas will not be asked to return for future events. You are not permitted to tear down before the event ends.
- The promoters of this event make no claims either expressed or implied as to the expected attendance.
- The City of Richmond is not responsible for any lost, stolen, or damaged property.

TIMELINE:

Tuesday, July 4th:

- Festival hours are 5:00 P.M. until the end of the fireworks show. (approx. 10:15 P.M.)
- **You will be mailed a scheduled time to arrive. PLEASE arrive during this time window in order to stay on schedule. You will *not* be able to check in early or late.**
- Vendors not in their space by their scheduled arrival time risk forfeiture of their space. The 4th of July Committee will not hold, guard, or guarantee your space after your scheduled arrival time. **NO EXCEPTIONS.**

Sincerely,

Lauren Kilburn
Food Vendor Coordinator
Richmond Parks and Recreation Department
859-623-8753
lkilburn@richmond.ky.us

Helpful Information for Mobile Food Vendors

- **ALL** mobile food vendors, including food trucks and trailers, operating within the city limits of Richmond will have to have a fire inspection done by Richmond Fire Department before they can setup in 2023.
- The hood suppression system requirement has been extended by the City of Richmond. This requirement only affects trucks and trailers that will be cooking or frying foods that produce grease laden vapors inside the trucks or trailers. If cooking outside they are not required to have a system. Each truck or trailer vendor shall have (1) Class K and (1) Class ABC extinguisher. The ABC extinguisher size is 2A:10B:C which is 5lb. The class K is only used for grease fires and the ABC is used for ordinary fires. The fire suppression hood system is a NFPA code requirement which stands for National Fire Protection Agency and reads as follows:

NFPA 1 2012 50.4.3.2 Cooking equipment that's produces grease laden vapors and that might be a source of ignition of grease in the hood, grease removal devise, or duct shall be protected by fire extinguishing equipment.

NFPA 1 2012 50.4.4 and 50.4.4.1 Types of fire extinguishing equipment shall include both automatic fire extinguishing systems as the primary protection and portable fire extinguishing as secondary backup.



CITY OF RICHMOND

4TH OF JULY

CELEBRATION AT LAKE REBA



2023 4th of July

Food Vendor Application

Cost of 20-foot Vendor Space: \$150.00

Office Use Only	
Paid/Date:	_____
CASH/CHECK #:	_____
REC #/SQL #:	_____

PLEASE PROVIDE ALL INFORMATION LISTED BELOW

Limited space available; subject to terms and conditions
Submitting this form does not guarantee a space during this event



Business Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ ST _____ Zip _____

Phone: _____ Fax _____

Cell Phone: _____

Email: _____

VENDOR COST:
\$150.00

Make check payable to: **Richmond Parks and Recreation**
Mail To: Richmond Parks and Recreation Dept.
Lauren Kilburn
345 Lancaster Avenue
Richmond, KY 40475

Phone: 859-623-8753 Fax: 859-624-0376

SPACE NEEDED: _____

(Additional fees apply for space over 20 feet. **Must call for information and availability.**) **SERVING SIDE:** RIGHT ___ LEFT ___ Tent ___

ELECTRICITY REQUESTED: YES ___ NO ___ **VOLTAGE:** _____ **WATER REQUESTED:** YES ___ NO ___

Approval based on availability of outlets/hookups Must provide your own cords/hoses*

HOW LONG DOES IT TAKE YOU TO SET-UP AND BE READY TO SELL: _____

SET-UP LOCATION WILL BE DETERMINED BY THE EVENT COMMITTEE!

4th of July Application

Please return Agreement, Required Documents, and Payment by **APRIL 28th**

*The following information is REQUIRED in order to be considered for a food vendor space:

- This Completed Agreement Form – Signature *required* on included waivers.
- Check here if you have submitted a 2023 Food Vendor Interest Form – You don't have to resubmit info.
- Menu with prices & Photograph of your booth
- Copy of Certificate of Liability Insurance with City of Richmond listed as an Additional Insured
- Copy of City of Richmond Business License
- Copy of City of Richmond Fire Department Inspection Report- Required for ALL mobile food vendors
- Copy of Health Department Mobile Food Vendor Inspection
- Payment (No Money Orders)

For questions about fire inspections or requirements, contact Brent Wilson at (859) 623-1164 or bwilson@richmond.ky.us

Release and Indemnification- The undersigned shall indemnify, and hold harmless the City of Richmond, its agents, and employees from and against all claims, damages, losses, and expenses including attorney's fees which they, or any third parties, may suffer or incur as a result of the operation of a booth or participation as a vendor in this event.

Representative

Date

Printed Name & Title